

Security Information

23 October 1953

0 PM 35-200-1

PERSONNEL DIRECTOR MEMORANDUM NO. 86-53

SUBJECT: Conversion of Personnel Office Allotment Accounts

1. Effective 25 October 1953, the following allotment accounts will be established in the Personnel Office:

Assistant Director (Personnel)	4-6501
Plans, Research and Development Staff	4-6512
Special Contracting, Allowances and Processing Staff	4-6513
Personnel Procurement Division	4-6504
Placement and Utilization Division	4-6508
Employee Services Division	4-6510
Processing and Records Division	4-6511
Classification and Wage Division	4-6505
Military Personnel Division	4-6501
Interim Assignment Branch	4-6506
(For personal services of IAB assigned personnel only; cannot be used for non-personal service items.)	
Compensation and Hospitalization Claims	4-7207
(For claims under sec. 5(a)(5)(A) and (C) of P. L. 110 only.)	

Account symbols will be followed by -20 to indicate vouchered funds and by -10 to indicate unvouchered funds. Appropriate changes in the official Chart of Allotment Accounts will be published by the Office of the Comptroller. Charges against the former allotment structure will be reviewed and transferred to the appropriate new accounts. When this process has been completed, each Staff and Division Chief will receive a report of obligations already entered against the allotment for his component and a schedule of allotments for Fiscal Year 1954.

2. Names of individuals charged to the new accounts will be furnished to each Staff and Division as appropriate. Individuals assigned to the Interim Assignment Branch will continue to be charged to account 4-6506 until an official personnel action is processed to assign them to some other account. Upon approval of the new Table of Organization for the Personnel Office, transfers of the individuals listed on the attached sheet must be confirmed by official personnel action to authenticate the informal payroll transfer. (If any of these individuals has been reassigned during the interim, it will be necessary

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to process an action to the account indicated by the attached list and a second action transferring him to the new account.)

3. Requests for overtime for the pay period 11 - 24 October will be prepared on the basis of the new allotment structure. Advance requests already submitted for allotment accounts 4-6501 (Office of Personnel Director and Military Personnel Division), 4-6504 (Personnel Procurement Division), 4-6505 (Classification and Wage Division) and 4-6506 (Interim Assignment Branch) will not require adjustment unless the amount of overtime worked exceeds that request. In the event this has occurred, a supplemental request will be prepared immediately. Requests for overtime for accounts 4-6512 (Plans, Research and Development Staff), 4-6513 (Special Contracting, Allowances and Processing Staff), 4-6503 (Placement and Utilization Division), 4-6510 (Employee Services Division) and 4-6511 (Processing and Records Division) will be prepared on 26 October prior to submission of the Time and Attendance Reports for 11 - 24 October and will reflect the overtime reported for personnel charged to each of these accounts.

4. Requests for overtime for the pay period 25 October - 7 November and subsequent pay periods will be prepared for signature by the Chief of the Staff or Division concerned and submitted for prior approval of the Personnel Director. They will not be forwarded directly to the Budget Division by the Staff or Division. One extra copy of the request will be forwarded to the Personnel Director for return to the Staff or Division Chief indicating the action taken. Each Staff and Division Chief is personally responsible for assuring that overtime is kept to a minimum and that the justification stated is in conformance with the policy stated in CIA Regulation [REDACTED]

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5. The overtime supported by the original request for any pay period represents the maximum which may be ordered within the Staff or Division concerned without additional prior approval of the Personnel Director. If it develops that the full amount requested is not required, it will not be necessary to perform the maximum authorized. The authority to authorize overtime within the maximum approved may be delegated by Staff and Division Chiefs at their discretion; however, they will be held personally responsible for remaining within the limit approved.

6. Requisitions for services, supplies and equipment or any other request involving expenditure of Personnel Office funds except in object class 01, personal services, will continue to be routed to the Personnel Office Budget Officer in accordance with PDM 61-53. Effective 25 October 1953 the allotment symbols listed in paragraph 1 above will be shown on all such requisitions.

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GEORGE E. ALLOON
Personnel Director